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TO : Chief, Plans &amp; Policy Staff/TR

DATE: 21 March 1956

FROM : Chief, Administrative Branch/TR

SUBJECT: Weekly Activity Report #12

I. SIGNIFICANT ITEMS

- A. Reimbursement of Military Personnel: With reference to the Weekly Report of 7 February 1956, MPD has informed OTR that previous instructions involving reimbursement by CIA of detailed military personnel for FY57 has been withdrawn pending further study. No change in number of non-reimbursable military personnel for FY56 is contemplated.

II. OTHER ITEMS:

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- B. Budget/Allotment Review and Analysis of OTR Funds: BFO/TR is making a critical review and analysis of the OTR Financial Status of Funds in the current budget for the purpose of effecting essential adjustments to cover personal services requirements for the balance of FY 1956. This analysis will also indicate potential funds which may be used upon approval for revised OTR program requirements which have developed since the submission of the original budget.
- C. Overtime Analysis Report: An analysis is being furnished XO/TR indicating total overtime worked and overtime paid for during the first seven months of FY 1956. During this period OTR has obligated 71% of the total amount budgeted for this purpose compared to the Agency average of 58.3%. Continued obligation at this rate through June 30, 1956 will result in a substantial deficit of such funds.
- D. Registrar's Office:
1. A representative of the Office of Personnel used the records in the Registrar's office on 20 March to compile a list of students who have had external and internal language training in several Slavic languages.

2. The OTR Monthly Report of Trainees for February was disseminated on 20 March.



F. SPACE: Telephone changes and moves of office furniture necessary in the reassignment of office space in Wing A, first floor, Alcott Hall were completed. The reassignment consisted of:

1. Relocating the Processing Section from Room 1114 to Rooms 1107 & 1109.
2. Relocating the OTR Mail Room from Room 1001 to Room 1106.
3. Relocating the AO and his Assistant from Room 1110 to Room 1112.
4. Relocating the secretary to the AO from Room 1112 to Room 1110.
5. Adding Room 1105 to the Personnel Section.
6. Room 1114 became a Conference Room and Room 1001 became a Storeroom.

G. Area Familiarization Trips: Administrative and cover arrangements are being made for an additional OTR Instructor to participate in an Area Familiarization Program during the period June - September 1956.

H. National War College: The Processing Section has received notification from the National War College of this year's overseas field trip for students at the College. Advance of funds for the two Agency employees attending the College will be handled by this Section.



III. PERSONNEL ITEMS:



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